

# Financial Data Warehouse

**State Controller's Office and  
Technology Management Unit**

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12/11/2003

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(No additional notes on this page.)

# Introduction

## Purpose of the FDW:

- To provide timely COFRS financial data.
- To provide users with custom reports and reports which can be converted to a spreadsheet for additional data manipulation.

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The Financial Data Warehouse is an internet-based reporting tool which allows users to pull data on a daily basis.

It is updated with each nightly COFRS cycle.

# Overview

- Summary of the available FDW screens

(No additional notes on this page.)

The screenshot shows a web browser window titled "Sign in to the Financial Data Warehouse - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar shows a search icon, a home icon, and a search field. The main content area has a yellow border and contains the following text:

## State of Colorado Financial Data Warehouse

Please log in!

If you are locked out, please include your telephone number and user ID when you e-mail  
[cofrs.csg@state.co.us](mailto:cofrs.csg@state.co.us).

Access and use of this secure web site is restricted to authorized State of Colorado users only.  
Unauthorized use is strictly prohibited.

User Name:

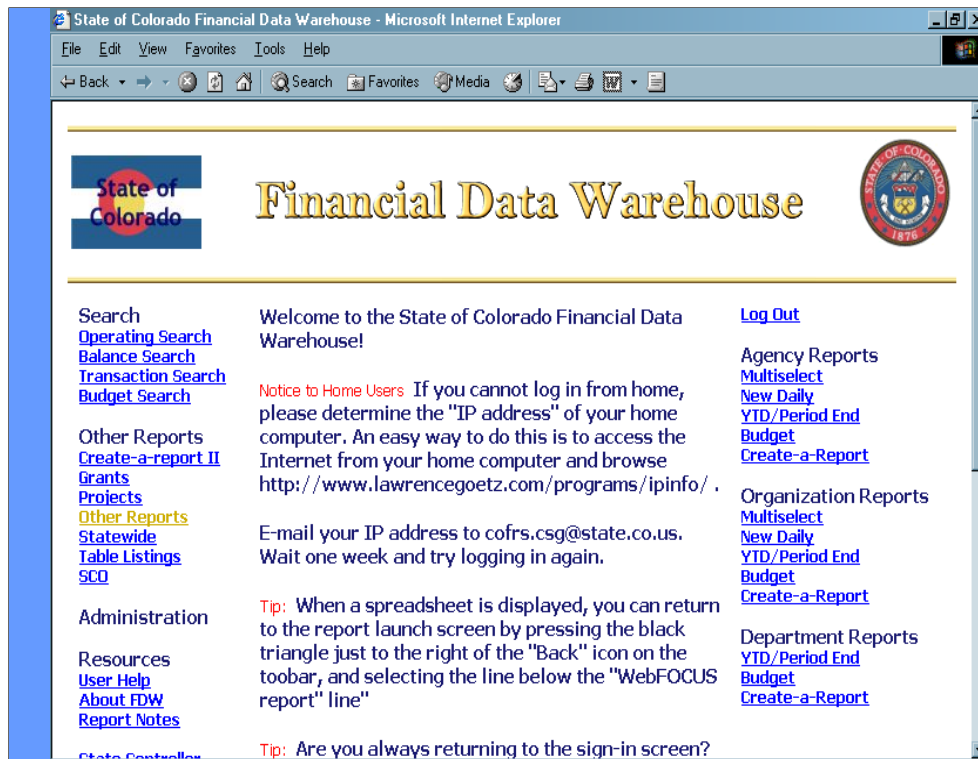
Password:

(For questions regarding this system, please contact the System Administrator.)  
[cofrs.csg@state.co.us](mailto:cofrs.csg@state.co.us)

After filling out an access form, you will be given a password. Sign in using your GGCC/Top Secret ID or the ID you were assigned.

If you are unsuccessful 3 times, your ID will be suspended.

If your ID is suspended or if you have any questions about the FDW, click on the cofrs.csg link to send an e-mail message.



As you can see from the page, the Data Warehouse has sections for Search screens, Other Reports, Resources, and Standardized Agency, Organization, and Department reports.

This screen will show all link groups you currently have access to. For example, if you do not have Statewide access, the Statewide link will not show up.

# Front Page

- New developments/issues are posted as TIPS on the front page.

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(No additional notes on this page.)

# Standardized Reports

- Available for Agency, Organization, and Department.
- Most reports have drill-down capabilities to the transaction level.

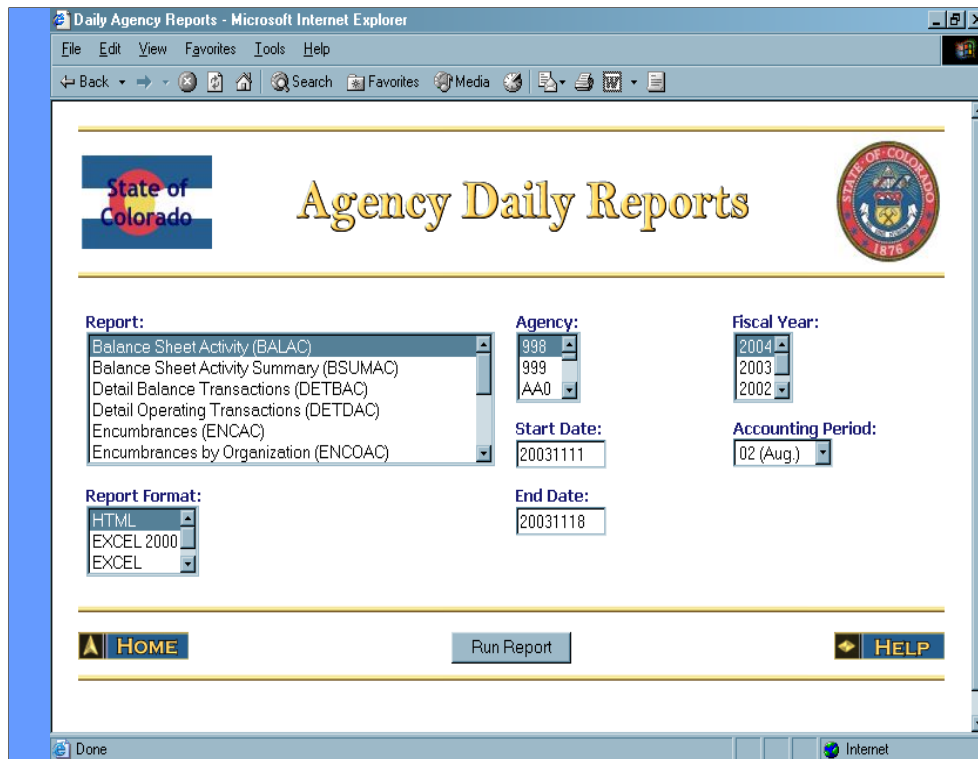
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Standardized reports are listed on the right-hand side of the front page. They are broken into three major groups—Agency, Organization or Department.

You may pull either Daily reports (activity by day), Period/YTD reports (either year-to-date reports or by period) or Budget reports (comparing budget to actual expenditures or appropriations). Multiselect reports are also available, allowing you to pull more than one agency, organization, or other fields.

Examples of these reports are on the following pages.



### Agency Daily reports:

These reports provide information by date. Most reports default to show the previous five business days' activity by acceptance date. You can also specify the start date or end date you would like to see.

The default report format is HTML, where you see the report in the internet browser. The other available formats are EXCEL 2000, EXCEL, and PDF.

A description of these report formats are as follows:

**HTML** - (report on the screen). You may also click on the amounts (in blue) to drill down to the transaction level.

**EXCEL 2000** - this format allows you to bring up the report in Excel, with formatting for headers, subtotals, totals, etc. Drill-down capability is available.

**EXCEL** – This format allows you to pull up the data, and save it as an excel file for manipulating. No drill-down capability, no headers, subtotals, totals.

**PDF** - Adobe Acrobat format. Drill-down capability is available.

Upcoming screens will show the different formats and will explain the positives and negatives of each.



FOCUS Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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STATE OF COLORADO FINANCIAL DATA WAREHOUSE  
Daily Balance Sheet Activity for Agency:  
For Fiscal Year: 2004 and Accounting Period: 05 from 11/11/2003 to 11/18/2003

Page 1 ----- Report ID: BALAC ----- Run Date: 11/18/03

Fund	BS Acct	BS Account Name	Acceptance Date				Amount
			11/12/03	11/13/03	11/14/03	11/17/03	
100	1100	OPERATING CASH	<a href="#">(\$6,797.71)</a>	<a href="#">\$12,504.08</a>	<a href="#">--</a>	<a href="#">(\$635.06)</a>	\$5,071.31
	2000	WARRANTS PAYABLE	<a href="#">\$6,797.71</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">\$313.06</a>	\$7,110.77
	2100	VOUCHERS PAYABLE	<a href="#">--</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">\$220.00</a>	\$220.00
*TOTAL FUND 100			\$0.00	\$12,504.08	\$0.00	(\$102.00)	\$12,402.08
11V	1100	OPERATING CASH	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	\$0.00
	2510	UNDISTRIBUTED RECEIPTS	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	<a href="#">\$0.00</a>	\$0.00
*TOTAL FUND 11V			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
604	1100	OPERATING CASH	<a href="#">--</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">(\$4,246.50)</a>	(\$4,246.50)
	2000	WARRANTS PAYABLE	<a href="#">--</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">\$3,904.50</a>	\$3,904.50
	2100	VOUCHERS PAYABLE	<a href="#">--</a>	<a href="#">--</a>	<a href="#">(\$260.00)</a>	<a href="#">\$342.00</a>	\$82.00
*TOTAL FUND 604			\$0.00	\$0.00	(\$260.00)	\$0.00	(\$260.00)
900	1100	OPERATING CASH	<a href="#">--</a>	<a href="#">(\$5,989.52)</a>	<a href="#">(\$846.56)</a>	<a href="#">(\$739.31)</a>	(\$8,575.39)
	1360	NOTES RECEIVABLE	<a href="#">--</a>	<a href="#">--</a>	<a href="#">\$40.00</a>	<a href="#">--</a>	\$40.00
	2000	WARRANTS PAYABLE	<a href="#">(\$116,546.18)</a>	<a href="#">\$4,530.10</a>	<a href="#">(\$39,794.27)</a>	<a href="#">(\$41,464.18)</a>	(\$193,274.53)
	2100	VOUCHERS PAYABLE	<a href="#">\$116,546.18</a>	<a href="#">\$2,289.42</a>	<a href="#">\$40,600.83</a>	<a href="#">\$42,243.49</a>	\$201,679.92
	2360	INTERFUND PAY -OTHER AGENCIES	<a href="#">--</a>	<a href="#">\$170.00</a>	<a href="#">--</a>	<a href="#">(\$40.00)</a>	\$130.00
*TOTAL FUND 900			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL			\$0.00	\$12,504.08	(\$260.00)	(\$102.00)	\$12,142.08

Internet

This is an example of an HTML report. The data cannot be manipulated in this format. As you can see, the Acceptance Dates are across the top of the report, with amounts by period, fund and BS account.

In these and all reports on the Financial Data Warehouse, you may click on the blue underlined (hyperlink) fields to see the transaction detail for the amounts (see next screen).

### Benefits of HTML format:

1. The data is in a final report format. It includes the header, with report name, and time periods of the report.
2. The data cannot be manipulated in this format, which may be useful if needed (also could be a drawback of this report format, see below).
3. In most cases, the reports have drill-down capabilities to get to the detailed transactions.

### Drawbacks of HTML format:

1. The data cannot be manipulated. Therefore, any report you run will have all data included (it will pull every fund, for example, even if you only need to see fund 100).

FOCUS Report - Microsoft Internet Explorer

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STATE OF COLORADO FINANCIAL DATA WAREHOUSE  
 Balance Sheet Detail for Agency: , Balance Sheet Account: 2000 and Fund:  
 For FY: 2004, Accounting Period: 05 and Acceptance Date: 11/17/2003  
[EXCEL](#)

Page 1 ----- Report ID: BALAC1 ----- Run Date: 11/18/03

BS Acct	BS Account Name	Reporting Category	Trans ID	Amount	Description
2000	WARRANTS PAYABLE		AD- -000440	(\$82.00)	95139
			AD- -000440	(\$260.00)	RNT00
			WR-XXX-13	\$4,246.50	
TOTAL				\$3,904.50	

Done Internet

This report shows the detail of one amount on the previous report.

On drill-down reports, if you would like to use the data in Excel for manipulating or sorting the data, you may click on the blue underlined (hyperlink) EXCEL in the header of the report.

The next screen will show the EXCEL format.

	A	B	C	D	E	F	G	H	I	J
1	BS	BS Account	Reporting	Trans	Amount	Description				
2	Acct	Name	Category	ID						
3	2000	WARRANTS PAYABLE		AD- -000440	(\$82.00)	95139				
4	2000	WARRANTS PAYABLE		AD- -000440	(\$260.00)	RNT00				
5	2000	WARRANTS PAYABLE		WVR-XXX-13	\$4,246.50	-				
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
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22										
23										
24										
25										

In the EXCEL format, you may sort the data by any field you choose.

To use EXCEL toolbars, click on View, Toolbars, and then Standard, Formatting, or other toolbars you would like to use.

When you are done manipulating the data, save the file by clicking on File, Save As, and naming your report.

**Benefits of using EXCEL format:**

- 1. You are able to easily manipulate data to get the information you need. You may delete any lines that are not useful to you, and you can add subtotals, shading, etc. to your report. You may also create pivot tables and graphs using this format.**

**Drawbacks of using EXCEL format:**

- 1. The data is not in a good-looking report format. There are no subtotals or totals, the report name is not showing on EXCEL reports, and the time frame of the report is also not included on the EXCEL report. You can manually add this information if needed.**
- 2. Hyperlinks are not available to get to the detailed transactions.**

To exit this screen, click on the Back button on the browser toolbar. If you are not able to leave the spreadsheet, click on the arrow NEXT TO the Back button and click on the report page (such as, Daily Agency Reports). This will take you back to the front page of the report.

Agency Period/YTD Reports - Microsoft Internet Explorer

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# Agency Period/YTD Reports

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**Report:**

- Balance Sheet Activity by Fund (FNDBLAQ)
- Balance Sheet Activity by GBL (GBLBALAQ)
- Balance Sheet Activity by Reporting Category (RCBALAQ)
- Encumbrances by Fund and Appr. (ENCAQ)
- Encumbrances by Program and Object (ENCPAQ)
- Expenditures by Fund & Appr. (EXPAQ)

[\\*See Report Notes for notes.](#)

**Agency:**

- 998
- 999
- AA0
- AA1
- AA2
- AA3

**Fiscal Year:**

- 2004
- 2003
- 2002

**Report Format:**

- HTML
- EXCEL 2000
- EXCEL

☐ One Month  
☒ **As of Period**  
☐ As of Period by Month  
☐ Year-to-Date  
☐ Year-to-Date by Month

**HOME**

Run Report

**HELP**

Done Internet

Most reports (other than Daily reports and Budget reports) can be run on a monthly, period-end date, year-to-date, or period-end/YTD across months.

If you choose One Month reports, you need to specify the accounting period you wish to see.

If you choose As of Period or As of Period by Month reports, you need to specify the ending accounting period.

If you choose Year-to-Date or Year-to-Date by Month reports, it will pull all activity through the previous night's activity.

# Standardized Period/YTD Reports

- Balance Sheet reports (account types 01, 02, 03, 23)
- Expenditure reports (account types 22 and 24)
- Revenue reports (account type 31)

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Account Types on the reports:

Balance Sheet reports (Types 01, 02, 03, 23)

Expenditure reports (Types 22 and 24)

Revenue reports (Type 31)

FOCUS Report - Microsoft Internet Explorer

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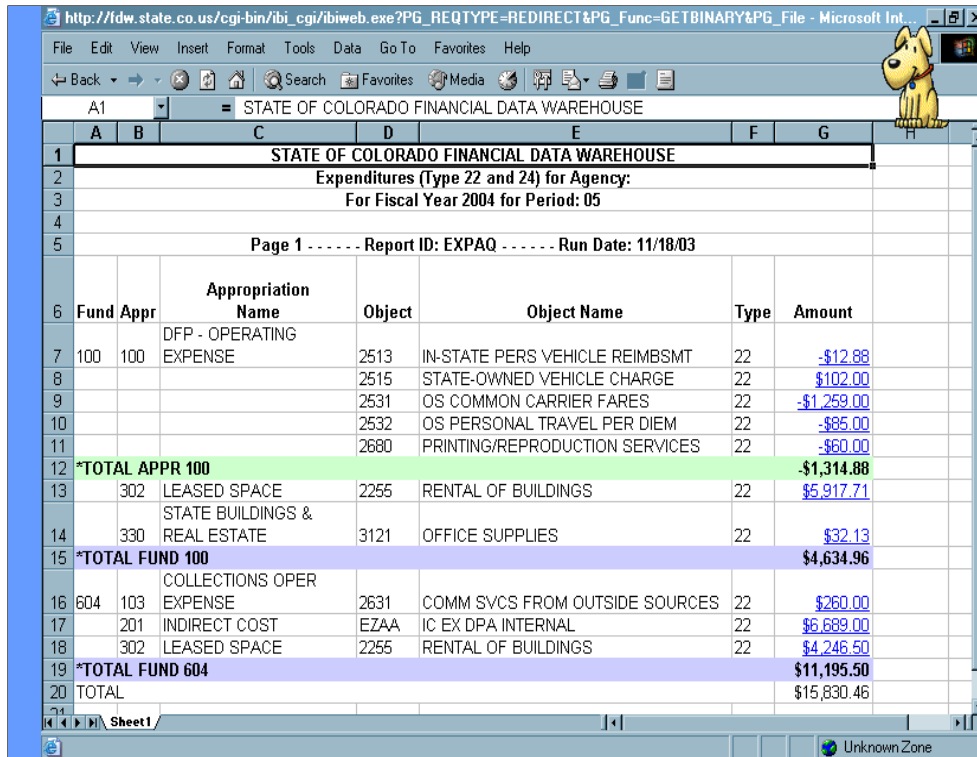
STATE OF COLORADO FINANCIAL DATA WAREHOUSE  
Expenditures (Type 22 and 24) for Agency:  
For Fiscal Year 2004 for Period: 05

Page 1 - Report ID: EXPAQ - Run Date: 11/18/03

Fund	Appr	Appropriation Name	Object	Object Name	Type	Amount
100	100	DFF - OPERATING EXPENSE	2513	IN-STATE PERS VEHICLE REIMBSMT	22	(\$12.88)
			2515	STATE-OWNED VEHICLE CHARGE	22	\$102.00
			2531	OS COMMON CARRIER FARES	22	(\$1,259.00)
			2532	OS PERSONAL TRAVEL PER DIEM	22	(\$85.00)
			2680	PRINTING/REPRODUCTION SERVICES	22	(\$50.00)
<b>*TOTAL APPR 100</b>						<b>(\$1,314.88)</b>
	302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	\$5,317.71
	330	STATE BUILDINGS & REAL ESTATE	3121	OFFICE SUPPLIES	22	\$32.13
<b>*TOTAL FUND 100</b>						<b>\$4,634.96</b>
604	103	COLLECTIONS OPER EXPENSE	2631	COMM SVCS FROM OUTSIDE SOURCES	22	\$260.00
	201	INDIRECT COST	EZAA	IC EX DPA INTERNAL	22	\$5,689.00
	302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	\$4,246.50
<b>*TOTAL FUND 604</b>						<b>\$11,195.50</b>
<b>TOTAL</b>						<b>\$15,830.46</b>

Done Internet

This is another example of HTML format. The next two screens will show the same report using EXCEL 2000 and PDF formats.



http://fdw.state.co.us/cgi-bin/ibi\_cgi/ibiweb.exe?PG\_REQTYPE=REDIRECT&PG\_Func=GETBINARY&PG\_File - Microsoft Int...

File Edit View Insert Format Tools Data Go To Favorites Help

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A1 = STATE OF COLORADO FINANCIAL DATA WAREHOUSE

A	B	C	D	E	F	G	H
1	STATE OF COLORADO FINANCIAL DATA WAREHOUSE						
2	Expenditures (Type 22 and 24) for Agency:						
3	For Fiscal Year 2004 for Period: 05						
4							
5	Page 1 ----- Report ID: EXPAQ ----- Run Date: 11/18/03						
6	Fund	Appr	Appropriation Name	Object	Object Name	Type	Amount
7	100	100	DFP - OPERATING EXPENSE	2513	IN-STATE PERS VEHICLE REIMBSMT	22	<a href="#">-\$12.88</a>
8				2515	STATE-OWNED VEHICLE CHARGE	22	<a href="#">\$102.00</a>
9				2531	OS COMMON CARRIER FARES	22	<a href="#">-\$1,259.00</a>
10				2532	OS PERSONAL TRAVEL PER DIEM	22	<a href="#">-\$85.00</a>
11				2680	PRINTING/REPRODUCTION SERVICES	22	<a href="#">-\$60.00</a>
12	<b>*TOTAL APPR 100</b>						<b>-\$1,314.88</b>
13		302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	<a href="#">\$5,917.71</a>
14		330	STATE BUILDINGS & REAL ESTATE	3121	OFFICE SUPPLIES	22	<a href="#">\$32.13</a>
15	<b>*TOTAL FUND 100</b>						<b>\$4,634.96</b>
16	604	103	COLLECTIONS OPER EXPENSE	2631	COMM SVCS FROM OUTSIDE SOURCES	22	<a href="#">\$260.00</a>
17		201	INDIRECT COST	EZAA	IC EX DPA INTERNAL	22	<a href="#">\$6,689.00</a>
18		302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	<a href="#">\$4,246.50</a>
19	<b>*TOTAL FUND 604</b>						<b>\$11,195.50</b>
20	<b>TOTAL</b>						<b>\$15,830.46</b>

Sheet1

Unknown Zone

As you can see from this report, it is in Excel 2000 format, with headers, report name, subtotals, and totals. You are able to delete any lines that are not applicable to your needs.

### Benefits of EXCEL 2000 format:

1. The reports are in Excel format, with headers, report name, subtotals and totals in the report.
2. You are able to click on a blue hyperlink to drill down to the transaction level.
3. You are able to delete any lines that are not applicable to your needs. (See Drawback #1)

### Drawbacks of EXCEL 2000 format:

1. If you make changes to any lines, you will need to add formulas to the subtotal and total lines.

Currently, the subtotals and totals are numbers, not formulas and do not change when lines are changed.

2. Data cannot be easily sorted, since repeated sort information is listed only once (Fund 100, in this example).

http://fdw.state.co.us/cgi-bin/ibi/cgi/ibiweb.exe?PG\_REQTYPE=REDIRECT&PG\_Func=GETBINARY&PG\_File - Microsoft Int...

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Bookmarks

Thumbnails

STATE OF COLORADO FINANCIAL DATA WAREHOUSE  
Expenditures (Type 22 and 24) for Agency:  
For Fiscal Year 2004 for Period: 05

----- Report ID: EXPAQ ----- Run Date: 11/18/03

Fund	Appr	Page Appropriation Name	Object	Object Name	Type	Amount
100	100	DFP - OPERATING EXPENSE	2513	IN-STATE PERS VEHICLE REIMBSMT	22	<a href="#">(\$12.88)</a>
			2515	STATE-OWNED VEHICLE CHARGE	22	<a href="#">\$102.00</a>
			2531	OS COMMON CARRIER FARES	22	<a href="#">(\$1,259.00)</a>
			2532	OS PERSONAL TRAVEL PER DIEM	22	<a href="#">(\$35.00)</a>
			2680	PRINTING/REPRODUCTION SERVICES	22	<a href="#">(\$50.00)</a>
*TOTAL APPR 100						<a href="#">(\$1,314.88)</a>
	302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	<a href="#">\$5,917.71</a>
	330	STATE BUILDINGS & REAL ESTATE	3121	OFFICE SUPPLIES	22	<a href="#">\$32.15</a>
*TOTAL FUND 100						<a href="#">\$4,634.96</a>
	604	103 COLLECTIONS OPER EXPENSE	2631	COMM SVCS FROM OUTSIDE SOURCES	22	<a href="#">\$260.00</a>
		201 INDIRECT COST	EZAA	IC EX DPA INTERNAL	22	<a href="#">\$6,683.00</a>
		302 LEASED SPACE	2255	RENTAL OF BUILDINGS	22	<a href="#">\$4,248.50</a>
*TOTAL FUND 604						<a href="#">\$11,195.50</a>
TOTAL						<a href="#">\$15,830.46</a>

1 of 1 11 x 8.5 in

Done Internet

This is a report in PDF format.

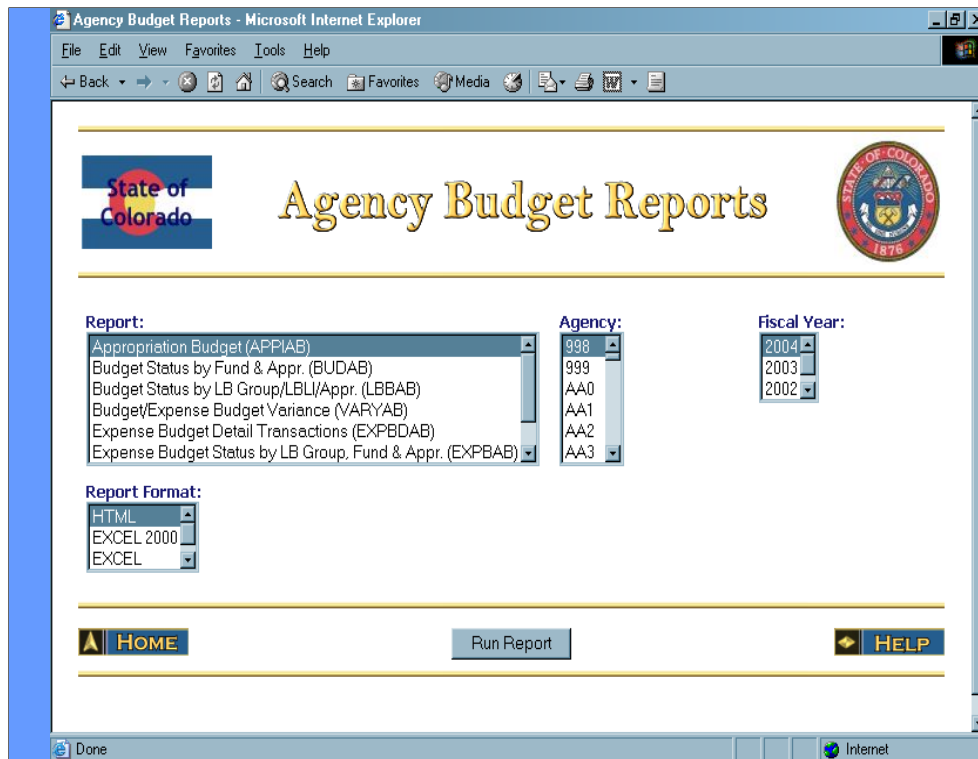
### Benefits of PDF format:

1. Data cannot be modified (also a drawback).
2. Drill-downs to detailed transactions are available.

### Drawbacks of PDF format:

1. Data cannot be modified.
2. Some reports do not fit on a page and formatting is not easily changed.





Budget status reports are available. They are year-to-date as of the previous night's activity. If you choose a previous fiscal year, the data is as of the end of that fiscal year.

# Notes on running reports:

**Please be aware of the criteria you are choosing when pulling a report.**

You may be wanting to pull FY03 data, for example, but instead are pulling FY04 data.

In short, please look at your final reports to see if they look reasonable for what you are expecting.

**Please DO NOT submit a report more than once.**

If you start a report and then cancel it using the STOP button, the report continues to run in the background.

Please allow your report to return before running the report again.

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When looking at your report, you may want to check the figures against a known number, or spot-check a few numbers within your report.

Running multiple reports can slow down the FDW system, especially during peak times.

# Standardized Budget Reports

- Budget status reports include columns for spending authority, encumbered amounts and expended amounts.
- Reports also show percentages spent and committed.


(No additional notes on this page.)

Agency Multiselect - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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# Agency Multiselect



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**Report:**

- Balance Sheet Activity by Fund (FNDBLAM)
- Balance Sheet Activity by GBL (GBLBALAM)
- Balance Sheet Activity by Reporting Category (RCBALAM)
- Encumbrances by Fund & Appr. (ENCAM)
- Encumbrances by Program & Object (ENCPAM)
- Expenditures by Fund & Appr. (EXPAM)

**Agency:**

- 998
- 999
- AA0
- AA1
- AA2
- AA3

**Fiscal Year:**

- 2004
- 2003
- 2002

**Accounting Period:**

- 02 (Aug.)

**Report Format:**

- HTML
- EXCEL 2000
- EXCEL

☐ One Month

☒ As of Period

☐ As of Period by Month

☐ Year-to-Date

☐ Year-to-Date by Month

---

[HOME](#)[Run Report](#)[HELP](#)

Done Internet

Similar to the Agency YTD/Period End reports, however, any fields highlighted in red can have more than one selection.

Use the Ctrl or Shift keys to select more than one agency.

**Sort Columns**

	Sort Field	Sub-totals	Show Name
1	None	<input type="checkbox"/>	<input type="checkbox"/>
2	None	<input type="checkbox"/>	<input type="checkbox"/>
3	None	<input type="checkbox"/>	<input type="checkbox"/>
4	None	<input type="checkbox"/>	<input type="checkbox"/>
5	None	<input type="checkbox"/>	<input type="checkbox"/>
6	None	<input type="checkbox"/>	<input type="checkbox"/>
7	None	<input type="checkbox"/>	<input type="checkbox"/>
8	None	<input type="checkbox"/>	<input type="checkbox"/>

**Agency:** 998, 999, AA0, AA1

**Fund:** ALL, 100, 101, 102

**Appr:** ALL, 000, 001, 002

**FY:** 2004, 2003, 2002, 2001

**Report Format:** HTML, EXCEL 2000, EXCEL

**Account Type:** 01 - Asset, 02 - Liability, 03 - Fund Balance

**Acct Prd:** Year-to-Date, ☐ Across months

**Notes:**

- Agency, fund, appropriation and account type fields are multi-select! Hold down the Shift (range) or Ctrl (individual entries) key to select multiple values in those fields.
- You can select up to 64 entries in a field. Please use the 'ALL' value if you receive an error or cannot run the report.

You may create your own agency reports using any combination of sort fields, such as:

Agency, Fund, Org, Appropriation, Long Bill Line Item, Object Code, Sub-Object Code.

You may select either single or multiple agencies, funds, appropriations and account types (the items in red) using the Ctrl or Shift keys.

The report information can be pulled for a specific period or year-to-date as of the previous night's activity.

Information is for ONE fiscal year only.

# Search Screens

- Operating Search
- Balance Search
- Transaction Search (both Operating and Balance sides of the transaction)
- Budget Search

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The Document Search screens (links on the left-hand side of the main screen) allow you to pull COFRS documents.

You may pull activity from the operating ledger (revenues and expenditures) using the Operating Search screen, activity from the balance ledger (assets, liabilities, fund balance) using the Balance Search screen, and activity from both sides of the transaction using the Transaction Search screen. Also, you may pull budget entries using the Budget Search screen.

If you want to see activity for a specific vendor, type in the vendor name EXACTLY as it appears in the vendor file. It must be in ALL CAPS. Or, if you know the transaction ID, it can be input under Trans ID. Again, it must be in ALL CAPS.

Since this screen has a lot of detail available (down to specific lines on the transaction), **please DO NOT attempt to pull all transactions for a fiscal year.** If you need to see all of this detail, please pull by each period (under Accounting Period) and combine using EXCEL 2000 or EXCEL report format. There are some safeguards built into these screens to minimize the risk of pulling too many lines.

# Other Reports

- Create A Report II (Multiple FY)
- Grants
- Projects
- Other Reports
- Statewide
- Table Listings

On the left-hand side of the front page, Other Reports are listed. The next screens show examples of these reports.

**State of Colorado** **Create-a-Report: Multi-year**

Sort Columns		
Sort Field	Sub-totals	Show Name
1 None	<input type="checkbox"/>	<input type="checkbox"/>
2 None	<input type="checkbox"/>	<input type="checkbox"/>
3 None	<input type="checkbox"/>	<input type="checkbox"/>
4 None	<input type="checkbox"/>	<input type="checkbox"/>
5 None	<input type="checkbox"/>	<input type="checkbox"/>
6 None	<input type="checkbox"/>	<input type="checkbox"/>
7 None	<input type="checkbox"/>	<input type="checkbox"/>
8 None	<input type="checkbox"/>	<input type="checkbox"/>

**Agency:** 998, 999, AA0

**Dept:** Ignore, A - Personnel, B - Agriculture

**FY:** 2004, 2003, 2002, 2001

**Report Format:** HTML, EXCEL 2000, EXCEL

**Account Type:** 01 - Asset, 02 - Liability, 03 - Fund Balance

**Through Accounting Period:** Year-to-Date

**Notes:**

- The **FY** and **account type** fields are multi-select. Hold down the Shift (range) or Ctrl (individual entries) key to select multiple fiscal years or account types.
- You can select up to 64 entries in a field. Please use the 'ALL' value if you receive an error or cannot run the report.
- Click [here](#) for more information about using

**Across Columns:**

☐ Months

☒ Years

http://fdw.state.co.us/Create-a-Report-II.pdf

You may create your own reports using any combination of sort fields, such as:

Department, Agency, Fund, Org, Appropriation, Long Bill Line Item, Object Code, Sub-Object Code.

The report information is for multiple fiscal years. Items in red have multi-select capabilities. You may select either YTD information (through the previous night's activity) or activity through the accounting period you choose.

You may sort across either months or years, however, if you select Across Years, then the Fiscal Year field cannot be a sort field.

You may click on the boxes next to the sort fields to show subtotals or names of the fields.



## Create A Report II

- Similar to the Agency, Organization and Department Create A Report screens.
- Allows you to select multiple years.
- Also allows you to pull data AS OF a selected period.
- However, you are unable to select a specific fund (which is available on the standard Create A Report screens).

May not be useful if you changed the use of an agency or object code between fiscal years.

**Grant Reports - Microsoft Internet Explorer**

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# Grant Reports

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**Report:**

Agency Grants (AGNTG)  
 \* Grant Budget Lines (GBLIG)  
 \* Grant Budget Status by GBL (GBSBG)  
 \* Grant Budget Status by GBL with Grant Dates (GBSBDG)  
 \* Letter of Credit Expenditures by Date Range (EXPLG)  
 \* Trial Balance by Grant (TBARG)

[\\*See Report Notes for notes.](#)

**Grant:**

BAA - ALL  
 BAA - BOETTCHER  
 CAA - ALL  
 CAA - AD-270  
 CAA - AD-271  
 CAA - AD-292

**Report Format:**

HTML  
 EXCEL 2000  
 EXCEL

**Fiscal Year:**

2004  
 2003  
 2002

**Closed Grants:**

☐ Exclude  
☒ Include

**Accounting Period:**

02 (Aug)  
 03 (Sept)

**Begin Date:**

20031111

**End Date:**

20031118

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Done Internet

Grant reports are from data on the AGNT and GBLI tables. Some reports are using period end dates. It will be mentioned in the report note. Reports with additional information have an asterisk in front of the report name on the front page. Click on the **Report Notes** link below the box and find the ID for the report to get this information.

Not all fields on this screen are applicable to every grant report. Click on the **Report Notes** link to see what fields are included for your desired report.

# Grant Reports

- Reports are pulled using the AGNT and GBLI tables.
- All reports are available Inception-to-Date; some reports are available for Period-end dates (see Report Notes for these reports).

Detailed transaction information is available from FY01 to present.

**Other Reports**

Report ID:

Code 1 From:  To:

Code 2 From:  To:

Code 3

Dept:   
 Ignore  
 A - Personnel  
 B - Agriculture

Agency:   
 998  
 999  
 AA0

Agency/Organization:   
 999 - CCCC  
 AAA - 1010  
 ACA - 1000

Report Format:   
 HTML  
 EXCEL 2000  
 EXCEL

Fiscal Year:   
 2004  
 2003  
 2002

Accounting Period:   
 02 (Aug.)

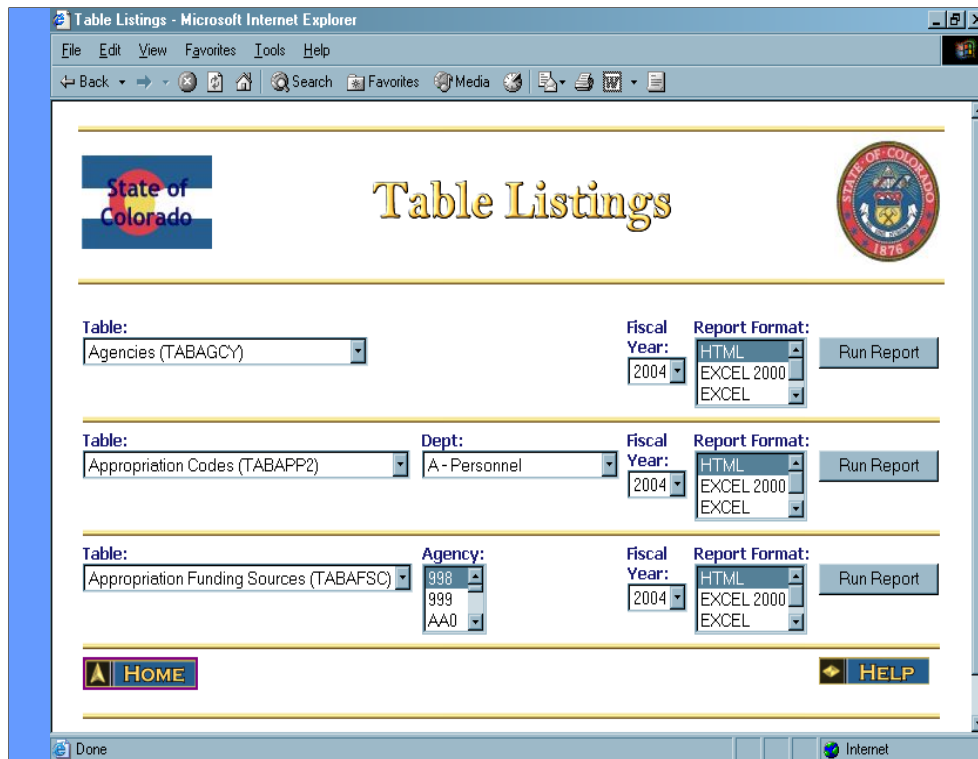
Begin Date:   
 20031111

End Date:   
 20031118

☐ One Month  
☒ As of Period  
☐ As of Period by Month  
☐ Year-to-Date  
☐ Year-to-Date by Month

This page allows you to run customized reports for your agency. If you are not able to get a report you need using standardized reports or the Create A Report screens, e-mail the cofrs.csg mailbox to request a report.

If the report is possible, you will be given a report ID when it is ready and we will tell you the required criteria needed to run the report.



Using the Table Listings reports, you may pull all data from specific tables.

Information is by department or agency. Some reports are statewide (such as the AGCY table). To run a statewide report (see top section of the page) choose the Table, Fiscal Year and Report Format and click Run Report in that section. As you can see, there are three sections, and three Run Report buttons.

# Resources

Links are available for the following:

- User Help
- About FDW
- Report Notes (same as the links on the report selection pages)
- State Controller's Office website
- State of Colorado website
- COFRS Documentation on the web

12/11/2003

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The User Help link is useful because it explains the following:

- 1. Ledgers, files and tables from COFRS that are currently being imported to the FDW.**
- 2. Report naming conventions.**
- 3. Report screens.**
- 4. Output formats (differences between HTML, Excel 2000, Excel and PDF formats)**
- 5. Special reports.**
- 6. Helpful hints.**

From the State Controller's Office website, you may pull up the Coded Long Bill and other authoritative guidance.

COFRS Documentation is available through the link on the front page.

# Questions?

- For customized report requests, security/access or other questions please e-mail [cofrs.csg@state.co.us](mailto:cofrs.csg@state.co.us).

(No additional notes on this page.)